

OUTDOOR CLUB OF SOUTH JERSEY - INCIDENT REPORTING POLICY

PURPOSE	To make all activity leaders aware of their responsibilities involving an unexpected incident.
APPLICABILITY	Applies to leaders, activity participants, and all Club Officials involved with the process.
RESPONSIBILITIES	Activity leader is responsible to initiate the incident report.
BACKGROUND	This Policy is to provide guidance for an existing procedure.
PROCEDURE	<ol style="list-style-type: none"> 1. Obtain any necessary medical help immediately. Call 911 if necessary 2. Fill out incident report form, which all leaders must have with them for trips. 3. Notify appropriate activity chairperson ASAP. 4. Send Incident Report along with signed waiver to Activities Chair: Frank Pearce First E-mail ASAP hornet71@verizon.net Send originals to 49 Sunset Dr. Voorhees, NJ 08043 If you have any questions call 856-767-2780 5. Obtain names of witnesses. 6. Take photos if appropriate. 7. Do not make any statements regarding the incident, except to the chairperson. Except "the incident is under investigation" 8. Identify the location of the incident. Town, County, State. If investigated by Local authorities, Identify Police Dept., or another agency.
<p>In the event of an insurance claim, the insurance company will send claim forms to the Activities Chair. The Activities Chair will sign form as required. The Activities Chair will send forms to the injured party which must be sent within 30 days of the injury. to the insurer.</p>	